

Note to user: The job descriptions are provided as examples of typical job requirements only and will need adjustments based on the needs and duty assignments of each user.

PERSONNEL POLICY ACKNOWLEDGMENT FORM

CITY MANAGER JOB DESCRIPTION

CITY CLERK TREASURER JOB DESCRIPTION

MAYOR JOB DESCRIPTION

BOOKKEEPER JOB DESCRIPTION

FIRE CHIEF JOB DESCRIPTION

LIBRARY DIRECTOR JOB DESCRIPTION

WATER/SEWER OPERATOR JOB DESCRIPTION

PERFORMANCE APPRAISAL - CLASSIFIED EMPLOYEES

PERFORMANCE APPRAISAL - MANAGERIAL AND PROFESSIONAL EMPLOYEES

LEAVE REQUEST

Personnel Policy Acknowledgment

I have been a copy of the City of _____ Personnel Policies. I am familiar with and understand that these Personnel Policies establish the rules for employment with the City of _____, in compliance with other state and federal laws.

Employee Name _____ Date _____

Employee Signature

Supervisor Name _____ Date _____

Supervisor Signature

CITY MANAGER JOB DESCRIPTION

APPOINTMENT - By City Council

SUPERVISOR - Mayor

WAGE -Set by Council

WORKSITE - City office

HOURS OF WORK -4 hours a day, 5 days a week from 10:00 AM to 3:00 PM

CLASSIFICATION -Classified (Covered under the city's personnel policy.)

MINIMUM QUALIFICATIONS

1. Education: Minimum of High School Diploma, or 5 years exemplary work experience
2. Some previous office/administrative experience preferred.
3. Ability to supervise and work closely with subordinates.
4. Ability to work with minimal supervision.
5. Bookkeeping experience preferred.
6. Ability to write and administer grants.
7. Ability to attend periodic training sessions.
8. Ability to communicate effectively in writing and verbally.

JOB DESCRIPTION

Under the direct supervision of the mayor, the city manager is responsible for the day-to-day administration of the city. The city manager is the chief executive officer of the city and is responsible for the supervision of city staff. The City Manager appoints, suspends, or removes city employees as provided in the city's personnel policies and with the approval of the council.

In addition to those duties mandated in Title 29, the City Manager does the following:

- As supervisor, the city manager evaluates efficiency of personnel, approves leave and timesheets and monitors worker attendance, makes recommendation to the council on pay raises and personnel actions, ensures staff understand their job duties, maintains job descriptions, and researches training opportunities and directs training of city staff.
- Attends Council meetings, keeps council informed on city business and reports all activities of the city to the council in a format prescribed by the council, assists with drafting ordinances, resolutions, and reports.
- Makes recommendations to the Council on City finances, ensures monthly financial reports are kept current and submitted to the council.
- Communicates with debtors and works out payments plans with the approval of the council.
- Verifies availability of funds and approves purchases, monitors and approves purchase orders.
- Prepares and submits applications and/or other documentation required by the state and federal governments or other agencies.
- Researches and writes grants, manages capitol projects, prepares grant reports, maintains the city's priority list of proposed capitol improvement projects and potential projects that the city might pursue grant funds for.
- Responds to citizen requests and complaints.
- Confers with agencies, officials, and community groups.
- Administers agreements for use of city equipment and property.
- Surveys buildings, grounds, and equipment and exercises control over all real and personal property of the city.
- Administers city plans and coordinates planning efforts.
- Assures public input and involvement in identifying goals, information gathering, and making decisions affecting the community.
- General office duties: reviews correspondence and take necessary action, notes important dates on the calendar, ensures that the City's filing system is set up and maintained, administers contracts and leases.
- Arranges for fill-in staff when the primary staff is not available for the job.

As chief administrator the manager shall (AS 29.20.

- appoint, suspend, or remove municipal employees and administrative officials;
- supervise the enforcement of municipal law and carry out the directives of the governing body;
- prepare and submit an annual budget and capital improvement program for consideration by the governing body, and execute the budget and capital improvement program adopted;

- make monthly financial reports and other reports on municipal finances and operations as required by the governing body;
- exercise custody over all real and personal property of the municipality, except property of the school district;
- perform other duties required by law or by the governing body; and
- serve as personnel officer, unless the governing body authorized the manager to appoint a personnel officer.

If any of these tasks are delegated, it remains the city manager's responsibility to ensure these tasks are done.

CITY CLERK TREASURER JOB DESCRIPTION

Appendix CITY OF _____
City of _____ JOB DESCRIPTION
Personnel Policies CITY CLERK/TREASURER

APPOINTMENT -

SUPERVISOR -

WAGE -

WORKSITE -

HOURS OF WORK - M - F, _____ a.m. to _____ p.m., attendance at City Council and other meetings is required. May be required to work additional hours & days as necessary

CLASSIFICATION - Permanent Full Time

MINIMUM QUALIFICATIONS

1. [Insert education requirements]
2. General knowledge of financial and other record keeping and office procedures required.
3. Ability to type and experience with computers preferred.
4. Experience in dealing with the public.
5. Ability to supervise and work cooperatively with others.
6. Demonstrated ability to administratively manage and supervise projects.
7. Ability to draft and prepare correspondence to state, federal, non-profit, and other agencies.
8. Ability to deal effectively with state, federal, non-profit agencies, and other agencies.
9. Ability to prepare and follow a budget.
10. Ability to work with a minimum of supervision and carry out delegated personnel and managerial duties.

JOB DUTIES

- Under the immediate supervision of the mayor, manager, or supervisor the city clerk shall carry out all duties as directed. These duties include, but are not limited to, those specifically assigned the city clerk by statute, ordinance, or custom and necessity and may also include day to day administrative supervision of projects and such personnel and managerial duties as delegated. The city clerk shall:
 - administer all municipal elections,
 - give notice of the time and place of meetings;
 - attend meetings of the city council and keep the journal;
 - arrange publication of notices, ordinances, and resolutions;
 - maintain and make available for public inspection an indexed file containing municipal ordinances, resolutions, rules, regulations and codes;
 - attest deeds and other documents;
 - perform other duties specified in Title 29 or as assigned.

The city clerk shall prepare or supervise preparation of tax reports, financial reports, grant progress reports and shall insure that these reports are accurate and timely filed. The city clerk shall contact and deal with state, federal, non-profit agencies to insure efficient provision of services to citizens. The city clerk shall make application for grants and state and federal funding available. The city clerk shall route mail received by the city and insure the city council and mayor are aware of filing and other deadlines.

MAYOR JOB DESCRIPTION

CITY OF _____

City of _____ JOB DESCRIPTION

Personnel Policies MAYOR

APPOINTMENT - By City Council

SUPERVISOR - City Council

WAGE -As determined by the council by ordinance

WORKSITE - City Office

HOURS OF WORK -??

CLASSIFICATION - Elected Official

MINIMUM QUALIFICATIONS

1. Elected by and from the council
2. Desire to do the work.
3. Ability to work cooperatively with others with minimal supervision.
4. Ability to attend periodic training sessions.
5. Ability to supervise and work closely with subordinates.

JOB DESCRIPTION

The mayor is the chief administrative and personnel officer for the city. The mayor appoints, suspends, or removes city employees as provided in the city's personnel ordinances (Chapter 75) and confirmed by the council. Evaluates efficiency of personnel. Directs training of personnel. Supervises the enforcement of city law, administers laws and regulations affecting the city, and carries out the directives of the council. Prepares and submits an annual budget and capital improvement program for consideration by the council and administers the budget and capital improvement program adopted. Makes monthly financial reports and other reports on city finances and operations as required by the council. Responds to citizen requests and complaints. Meets with agencies, officials, and community groups and conducts public relations campaigns. Serves as ex-officio member of every committee or department organized under these ordinances. Speaks to interested groups to improve the understanding between the city and the public. Surveys buildings, grounds, and equipment and exercises control over all real and personal property of the city. Performs such other duties as required by statute or ordinance, or as prescribed by the council.

BOOKKEEPER JOB DESCRIPTION

CITY OF _____

City of _____ JOB DESCRIPTION

Personnel Policies BOOKKEEPER

APPOINTMENT - by City Council

SUPERVISOR - City Clerk

WAGE - Range 5 (6 with 3 years experience)

WORKSITE - City Office

HOURS OF WORK - M - F, _____ a.m. - _____ p.m., attendance at council meetings required

CLASSIFICATION - Permanent Full-time

MINIMUM QUALIFICATIONS

1. High School graduate
2. General knowledge of financial, bookkeeping and office procedures required.
3. Ability to type/required, experience with computers preferred.
4. Experience in dealing with the public.
5. Ability to perform assigned duties with a minimum of supervision and work cooperatively with others.
6. Ability to prepare accurate reports.

JOB DUTIES

Under the supervision of the City Clerk keeps a complete set of records of the financial transactions of the City: verifies and enters details of transactions as they occur in account and cash journals from items, such as sales slips, invoices, check stubs, etc.. Summarizes details on separate ledgers, using calculator and computer, and transfers data to general ledger. Balances books and compiles records to show statistics, such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of city business. Calculates employee wages from timecards and prepares paychecks. Prepares withholding, unemployment and other tax reports. Computes, types and mails monthly statements to utility customers. Balances checkbooks and ledgers, reconciles bank statements. Prepares grant progress and other reports. Prepares financial reports and presents to the City Clerk and City Council. Performs other duties as assigned.

FIRE CHIEF JOB DESCRIPTION

CITY OF _____

City of _____ JOB DESCRIPTION

Personnel Policies FIRE CHIEF

APPOINTMENT - by City Council

SUPERVISOR - City Council

WAGE -

WORKSITE - CITY OFFICE, CITY & ENVIRONS

HOURS OF WORK - monthly report at City Council meeting, required

CLASSIFICATION -

MINIMUM QUALIFICATIONS

1. Desire to do the work.
2. Ability to work cooperatively with others with minimal supervision.
3. Good physical health, ability to lift 70 pounds.
4. Experienced in first aid, EMT training and certification preferred.
5. Ability to prepare and carry out budgets, prepare reports, make materials and equipment inventories and orders.
6. Experience with pumps, hoses, small engines required.
7. Ability to attend periodic training sessions.
8. Ability to supervise and work closely with subordinates.

JOB DESCRIPTION

Directs activities of the City Fire Department. Supervises and coordinates activities of the Fire Department. Directs training of personnel and administers laws and regulations affecting the Fire Department. Evaluates fire prevention and fire control policies by keeping abreast of new methods and conducting studies of departmental options. Supervises firefighters engaged in operation and maintenance of fire station and equipment. Prepares fire protection plans for the City and environs. Coordinates mutual fire protection plans with surrounding communities. Surveys buildings, grounds and equipment to estimate needs of the department and prepare departmental budget. Administers departmental budget. Confers with officials and community groups and conducts public relations campaigns to present need for changes in laws and policies and to encourage fire prevention. Investigates causes of fire and inspects buildings for fire hazards. Assumes personal command at fires. Responds to fire alarms and determines from observation nature and extent of fire, condition of building, danger to adjacent buildings, and source of water supply and directs fire fighting crews accordingly. Trains firefighters in use of equipment and methods of extinguishing all types of fire. Evaluates efficiency of personnel. Compiles report of each fire call, listing location, type, probable cause, estimated damage and disposition. May respond to emergency calls to render first aid. Recommend corrective measures for fire hazards or safety violations to building owners.

LIBRARY DIRECTOR JOB DESCRIPTION

CITY OF _____
City of _____ JOB DESCRIPTION
Personnel Policies LIBRARY DIRECTOR

APPOINTMENT - by City Council
SUPERVISOR - City Clerk
WAGE - Range 4-6 (depending on experience)
WORKSITE - Library
HOURS OF WORK - M - F, 3 hours per day
CLASSIFICATION - Permanent Part Time

MINIMUM QUALIFICATIONS

1. High School graduate, additional education and experience preferred.
2. General knowledge of office, bookkeeping, library cataloging procedures required.
3. Experience in dealing with the public.
4. Ability to deal with State, federal, non-profit agencies.
5. Ability to prepare and follow budgets.
6. Ability to prepare grant applications, record and report grant expenditures.
7. Ability to work with a minimum of supervision, prepare, manage and administer library programs.

JOB DUTIES

Plans and administers program of library services. Submits recommendations on library policies and services to the City Council and implements policy decisions. Analyzes, selects and executes recommendations of citizens and the City Council. Prepares budget estimates and controls expenditures to administer approved budget. Prepares orders for books and audio-visual materials. Examines trade publications and materials and consults with others to select materials. Examines and selects materials to be discarded, repaired, or replaced. Provides library public relations services. Maintains library collections of books, publications, documents, audio-visual and other materials and assists individuals and groups in locating and obtaining materials. Furnishes information on library activities, rules and services. Assembles and arranges displays of books and other library materials. Answers correspondence regarding the library. Prepares grant applications to federal, State and non-profit agencies, administers and accounts for grant expenditures. May plan, direct and carry out special projects involving library promotion and outreach activity. Manages library program for children. Selects books and audio-visual materials of interest to children to be acquired by library. Assists children in selecting and locating library materials. Plans and conducts programs for children to encourage reading, viewing and listening and use of library materials and facilities. Confers with teachers, parents and community groups to assist in developing programs to encourage and improve children's communication skills. May prepare and direct activities for children such as story telling, book talks, puppet shows and film and multimedia events.

WATER/SEWER OPERATOR JOB DESCRIPTION

CITY OF _____

City of _____ JOB DESCRIPTION

Personnel Policies WATER & SEWER SYSTEM OPERATOR

APPOINTMENT - by City Council

SUPERVISOR - Mayor (and as delegated)

WAGE -

WORKSITE - All water & sewer related areas of city,
pump house

HOURS OF WORK -

CLASSIFICATION - Permanent Full Time

MINIMUM QUALIFICATIONS

1. Desire to do the work.
2. Ability to work with minimal supervision and carry out duties.
3. Good physical health, ability to lift 70 pounds.
4. Ability to work cooperatively with assisting agencies such as PHS, VSW.
5. Ability to read and follow instructions from manuals, identify and order parts, materials and supplies.
6. Experience with pumps, hoses, small engines preferred.

JOB DESCRIPTION

Work shall consist of maintenance and repair of the water and sewer system of the city including all existing and any future wells or water sources, water transmission or distribution lines, pump houses, treatment facilities, sewer lines, septic tanks, and sewage disposal facilities, etc. Acceptable safe practices must be followed in the performance of all work.

The operator shall operate pumping equipment to transfer raw water to treatment plant or distribute processed water to residential, commercial and industrial establishments: turns valves, pulls levers, and flips switches to operate and control pumps that transfer water from reservoirs or wells to the treatment plant, or to transfer processed water to consumers. Reads flow meters and gauges to regulate equipment according to water consumption and demand. Inspects equipment to detect malfunctions, such as pump leaks or worn bearings. Repairs and lubricates equipment, using hand tools. Records data such as utilization of equipment, power consumption, and water output in log.

Controls treatment plant machines and equipment to purify and clarify water for human consumption and consumer use. Operates and controls electric motors, pumps and valves to regulate flow of raw water into treatment plant. Dumps specified amounts of chemicals, such as chlorine, ammonia, lime, and fluoride into water or adjusts automatic devices that admit specified amounts of chemicals into tanks to disinfect, deodorize, clarify and treat water. Starts agitators to mix chemicals and allow impurities to settle to bottom of tank. Turns valves to regulate water through filter beds to remove impurities. Repairs and lubricates machines and equipment, using hand tools and power tools. Tests water samples to determine acidity, color and impurities.

**Performance Appraisal
Classified Employees
City of _____**

Employee's Name: _____ Hire Date: _____
Job Title: _____ Supervisor: _____
Department: _____ Date of Evaluation: _____
Type of Appraisal: Annual ☐ Other ☐ Specify _____
(for period ending _____)

General Instructions

This performance appraisal is designed to assess employee performance. Section I is designed to rate the employees performance on "job specific" tasks. Section II provides for a series of performance factors related to the job. Section III calls for a summary overview. The rating scale below should be used in each section. Upon completion of the appraisal, the supervisor should sign the document and obtain the necessary signatures of the next level supervisor and the employee.

* * * * *

This Performance Appraisal Form is to be used for all job groups on the non-exempt biweekly payroll.

Explanation of Rating Levels:

<u>Rating</u>		
5	(Outstanding)	Performance which is extraordinary and is sustained at a level far beyond that of a fully proficient employee; exceptional.
4	(Excels)	Performance which is consistently better than that expected of a fully proficient employee.
3	(Proficient)	Performance which meets the expectations of an employee for this job classification.
2	(Needs Improvement)	Performance less than that of a fully proficient employee; improvement necessary.
1	(Unsatisfactory)	Performance that does not meet the minimum job requirements; immediate and substantial improvement is necessary.
0	(Not Applicable)	Job factor considered not to be applicable to the position.

Section I

Directions: This section of the form is designed to make the form "job specific" by listing in order of importance the job responsibilities being evaluated. List and rate the employee's performance on each essential job responsibility using the rating scale described above.

Rating Scale
(Check one)

Description of most important job responsibilities:	Outstanding	Excels	Proficient	Needs Improvement	Unsatisfactory	Not Applicable
1.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
2.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
3.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
4.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
5.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>

Supervisor's Comments

Areas in which job performance has been significantly above average:

Areas in which job performance improvement is needed and reasons why improvement is needed:

Section II

Directions: The performance factors rated in this section reinforce the performance levels identified in Section I. Circle the number that best identifies the employee's job performance and make comments as appropriate. The supervisor's written comments can be the most important part of this appraisal section.

Performance Factors:	Rating Scale (Check one)					
	Outstanding	Excels	Proficient	Needs Improvement	Unsatisfactory	Not Applicable
1. <u>Job Knowledge/Skills</u> To what extent does the employee maintain a satisfactory level of job knowledge and/or job skills? <i>Comments:</i>	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
2. <u>Quality of Work</u> To what extent does the employee's work meet the required quality standards; i.e. accuracy, neatness and thoroughness? <i>Comments:</i>	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
3. <u>Productivity</u> To what extent does the employee accomplish the quantity of work expected of the job assignment? <i>Comments:</i>	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
4. <u>Record Keeping/Documentation</u> To what extent does the employee adequately prepare and maintain records, written reports, correspondence, and files? <i>Comments:</i>	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
5. <u>Dependability</u> To what extent does the employee perform work without close supervision or assistance? <i>Comments:</i>	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
6. <u>Adaptability</u> To what extent does the employee readily adapt to new situations and changes in routines, work load, and/or work assignments? <i>Comments:</i>	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>

Performance Factors (continued):	Rating Scale (Check one)					
	Outstanding	Excels	Proficient	Needs Improvement	Unsatisfactory	Not Applicable

7. <u>Initiative</u> To what extent does the employee present new ideas, improve procedures or otherwise demonstrate an awareness of clerical or technical changes related to the job? Comments:	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
8. <u>Attendance</u> To what extent does the employee maintain satisfactory attendance performance in regard to tardiness, early departures, and/or absences? Comments:	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
9. <u>Relations with others</u> To what extent does the employee establish effective working relationships when dealing with supervision, co-workers, and/or the public? Comments:	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
10. <u>Customer Service</u> To what extent does the employee demonstrate excellence in customer service when dealing with students, faculty, staff, and the public? Comments:	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
11. <u>Safety</u> To what extent does the employee work in a safe manner and observe safety practices ? Comments:	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
12.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>

Section III

Directions: This section includes an overall summary score that should match the total appraisal and identify any training and development that may be needed. There is also space for signatures and employee's comments.

1. **Overall Appraisal Summary**

Using the definitions for each performance level, check the box that best matches your appraisal of the employee's overall performance.

OUTSTANDING	EXCELS	PROFICIENT	NEEDS IMPROVEMENT	UNSATISFACTORY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. **Development and Training**

A) Indicate recommendations for further development and training for purposes of preparing the employee for additional responsibilities or for improvement of current job performance.

B) Identify any training or development activities the employee has completed since his/her last performance appraisal.

Evaluated By: _____ Title: _____

Reviewed By: _____ Title _____
(Next Level Supervisor)

TO THE EMPLOYEE:

You are requested to sign on the line provided below to indicate only that you have had an opportunity to review and discuss your performance appraisal with your supervisor.

Employee's Signature: _____ Date: _____

Employee's Comments (optional) _____

Performance Appraisal
Managerial and Professional Employees
City of _____

Employee's Name: _____ Hire Date: _____
Job Title: _____ Supervisor: _____
Dept/Div/Office: _____ Date of Evaluation: _____
Type of Appraisal: Annual ☐ Other ☐ Specify _____
(for period ending _____)

General Instructions

This performance appraisal is designed to assess employee job performance. Section I is designed to rate the employees performance on "job specific" tasks. Section II provides for a series of performance factors related to the job. Section III calls for a summary overview. The rating scale below should be used in each section. Upon completion of the appraisal, the supervisor should sign the document and obtain the necessary signatures of the next level supervisor and the employee.

* * * * *

This Performance Appraisal Form is to be used for all professional/administrative staff on exempt monthly payroll.

Explanation of Rating Levels:

<u>Rating</u>		
5	(Outstanding)	Performance which is extraordinary and is sustained at a level far beyond that of a fully proficient employee; exceptional.
4	(Excels)	Performance which is consistently better than that expected of a fully proficient employee.
3	(Proficient)	Performance which meets the expectations of an employee for this job classification.
2	(Needs Improvement)	Performance less than that of a fully proficient employee; improvement necessary.
1	(Unsatisfactory)	Performance that does not meet the minimum job requirements; immediate and substantial improvement is necessary.
0	(Not Applicable)	Job factor considered not to be applicable to the position.

Section I

This section of the form is designed to make the form "job specific." In units where goals and objectives have been identified in writing, the employee should be evaluated on those pre-determined and pre-defined goals or objectives. In units where goals and objectives have not been established, the supervisor should identify the major duties and/or responsibilities of the job and evaluate the employee accordingly. In either situation, a performance dimension for all supervisory personnel is a commitment to equal employment opportunity and diversity in the workplace.

Directions: List five major pre-determined goals or objectives on which the employee is to be evaluated. Where pre-determined goals and objectives are not used, the employee should be evaluated on projects, job duties and special assignments. Circle the appropriate performance level.

Rating Scale
(Check one)

	Outstanding	Excels	Proficient	Needs Improvement	Unsatisfactory	Not Applicable
1. Goal/Objective/Project/Major Job Duty/Special Assignment	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
2. Goal/Objective/Project/Major Job Duty/Special Assignment	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
3. Goal/Objective/Project/Major Job Duty/Special Assignment	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
4. Goal/Objective/Project/Major Job Duty/Special Assignment	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
5. Goal/Objective/Project/Major Job Duty/Special Assignment	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>

Supervisor's Comments

Areas in which job performance has exceeded the proficiency level:

Areas in which job performance improvement is needed and reasons why improvement is needed:

Section II

In this section, the work factors tend to reinforce the performance levels identified in Section I. Circle the number that best identifies the employee's job performance and make comments as appropriate. The supervisor's written comments can be the most important part of this appraisal section.

Directions: The following performance factors tend to reinforce the performance levels identified in Section I. The supervisor in completing Section II should indicate the employee's performance level by checking the appropriate level of performance. Use the comment section to support and illustrate the rating level.

Performance Factors:	Rating Scale (Check one)					
	Outstanding	Excels	Proficient	Needs Improvement	Unsatisfactory	Not Applicable
1. <u>Work Habits</u> To what extent does the employee demonstrate adaptability and a sense of priorities? Comments:	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
2. <u>Planning & Analytical Ability</u> To what extent does the employee demonstrate the skills to analyze and solve problems? Comments:	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
3. <u>Managerial Skills</u> To what extent does the employee effectively work well with and through others to complete assignments in a timely and productive manner demonstrating a commitment to customer service? Comments:	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>

(Continued on next page.)

Rating Scale
(Check one)

	Outstanding	Excels	Proficient	Needs Improvement	Unsatisfactory	Not Applicable
4. <u>Communications Skills</u> To what extent does the employee effectively express himself/herself orally and in writing including correspondence and reports and presentations at conferences, seminars, workshops, etc., as required by the job? <i>Comments:</i>	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
5. <u>Development of Others</u> To what extent does the employee does the employee develop others to become more effective in work assignments and better prepared for future job opportunities? <i>Comments:</i>	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
6.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
7.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
8.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
9.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>

Section III

Directions: This section includes an overall summary score that should match the total appraisal; an identification of training that may be needed; an establishment of goals/objectives for the next appraisal period, and requested signatures and employee's comments.

1. Overall Appraisal Summary

Using the definitions for each performance level, check the box that best matches your appraisal of the employee's overall performance.

OUTSTANDING ☐ EXCELS ☐ PROFICIENT ☐ NEEDS IMPROVEMENT ☐ UNSATISFACTORY ☐

2. Development and Training

A) Indicate recommendations for further development and training for purposes of preparing the employee for additional responsibilities or for the improvement of current job performance.

B) Identify any training or development activities the employee has completed since his/her last performance appraisal.

3. **Goals/Objectives/Special Projects:**

To be accomplished by the next annual appraisal. Include the employee's professional development as well as departmental objectives that are mutually agreed upon.

1. _____
2. _____
3. _____
4. _____
5. _____

Evaluated By: _____ Title: _____

Reviewed By: _____ Title _____
(Next Level Supervisor)

TO THE EMPLOYEE:

You are requested to sign on the line provided below to indicate only that you have had an opportunity to review and discuss your performance appraisal with your supervisor.

Employee's Signature: _____ Date: _____

Employee's Comments (optional) _____

Leave Request

Employee's Name: _____

Date: _____

Department: _____

☐ Sick ☐ Annual ☐ Personal Leave

From:

To:

Total hours: _____

Supervisor's Signature:

Approved: _____

Date: _____

Denied: _____

Date: _____

Comments: _____
